

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution**Date:** August 8, 1997**From: S. Laffoon****Subject: LIMS Team Meeting Minutes for 8/7/97****Attendees:** C. Ament, S. Laffoon, R. Lipps, F. Logan, J. Sampson, J. Wickham, B. Good, K. Koller**Business Conducted:**

- QTP Team sponsors, K. Koller and B. Good, were updated on team issues:
 - * The sponsors were informed that following the consultant's process and timeline, the team will be ready to make a recommendation in February 1998, instead of by the October 31 deadline set in the LIMS Team charter.
 - * The team discussed the concept of not piloting the system because of time and cost constraints.

The team was advised to continue on the current course (focusing on the pilot lab while gathering input from all labs) with a February completion date, and not to expand on the original charter. B. Good also suggested that the team prepare a charter for the implementation team.

- J. Sampson prepared a JAD Meeting Information Request form and cover memo, which will be used to collect information for M. Goffman to review prior to the first JAD sessions.
- A schedule was set for the first round of JAD Sessions:

Date	Labs	
Wednesday, Sept. 3	ARD	R+D / T2
Thursday, Sept. 4	PTL	mainline Room
Friday, Sept. 5	PRD	R+D / T2

Action Items:

- J. Sampson will get information from M. Goffman for the capital budget and 5-year forecast, due August 19.
- J. Sampson will talk with legal on how to handle confidential information to be supplied to vendors and M. Goffman.
- J. Wickham will meet with ITD management on August 19 to discuss the need for large file storage capacity and the impact on the selection process of requiring a Sybase over Oracle based system.
- C. Ament, S. Laffoon and F. Logan will distribute the JAD memo and JAD Meeting Information Request within ARD, PTL and PRD.

Next Meeting:Date: ~~July~~ ^{Aug} 14, 1997

Agenda: • Review Action Items
 • Review JAD Session Schedule

Distribution:

Ament, C.	Koller, K.	Mazur, C.
Carmines, E.	Lipps, R.	Sampson, J.
Good, B.	Logan, F.	Wickham, J.

DOC CODE: A0150

PM3000468666